

NON-BILLED MAINTENANCE REIMBURSEMENTS

3638

(No. 39 December 1997)

PURPOSE:	To account for maintenance reimbursement and damage credit transfers
REFERENCE/AUTHORITY:	Accounting Procedures Handbook: 3630 Report of Collections
SOURCE:	Accounts Receivable Unit, DAO
FORMS/RELATED DOCUMENTS:	Report of Collections, AO 197 CADCARS - Personnel Database System (CCC) Remittance Advice, STD. 404C
DUE DATE(S):	Quarterly
DISTRIBUTION:	See procedures

BACKGROUND

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The California Conservation Corps (CCC) and the California Department of Forestry and Fire Protection (CDF) jointly entered into a cooperative partnership to provide skills and training for the CCC corpsmembers toward a possible career in the fire protection field. The establishment of the Special Fire Center Program and the Helitack Program serves to benefit both the CCC and CDF. The overall objective of these two programs is to provide corpsmembers with training and experience in firefighting and resource protection programs, while providing firefighting resources to CDF.

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This section prescribes the accounting procedure of the quarterly, non-billed maintenance reimbursement and damage credit transfers. CCC initiates quarterly payments to CDF. The amount represents funds withheld from corpsmembers pay checks for meals, lost CDF safety equipment, damage to the facility or equipment, or lost or stolen tools. These quarterly payments are not billed by CDF, but transferred by CCC to CDF.

DAO - ACCOUNTS RECEIVABLE -- AUDIT THE RECEIPT 3638.3

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1. Balance the check/warrant and remittance advice (see Exhibit) to the CADCARS report (see Exhibit) OR any other summary report (see Exhibit) that supports each quarterly non-billed transfer payment from CCC.

2. Deposit the check/warrant and prepare Report of Collection (RC) and include coding (see hibit).
- a) Separate each reimbursement transfer by Fire Centers and Helitack Bases.
 - b) Use CCC's payroll unit numbers on the CADCARS report to link to CDF's index codes for the purpose of coding the receipt ([see exhibit](#)).
3. Notify Administrative Units the breakdown of the receipt and send two copies of the CADCARS report, remittance advice, report of collections and any other form of documentation for their records to the following Administrative units:
 - Butte Fire Center, ATTN: Chief or to its designator
 - La Cima Fire Center, ATTN: Chief or to its designator

ADMINISTRATIVE UNIT

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1. Reconcile transfer payments to insure that the correct amount is due to CDF. The reconciliation should consider any adjustments being reported (plus or minus) from previous quarterly transfers.

NOTE: Any discrepancy in the amount of each transfer is the responsibility between CDF's Fire Centers, Helitack Bases or Units and CCC and should be reported. Attendant adjustments are reflected in the subsequent quarterly transfers.

Example: Corpsmember's deduction on CADCARS does not reflect with CDF time-keeping documents.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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